MEETING MINUTES
Riley-Purgatory-Bluff Creek Watershed District
August 7, 2019, RPBCWD Board of Managers Monthly Meeting

PRESENT:
Managers:    Jill Crafton, Treasurer
             Larry Koch
             Dorothy Pedersen, Vice President
             Dick Ward, President
             David Ziegler, Secretary

Staff:       Claire Bleser, RPBCWD Administrator
             Terry Jeffery, Watershed Planning Manager
             Louis Smith, Attorney, Smith Partners
             Scott Sobiech, Engineer, Barr Engineering Company

Other attendees: Amy Herbert, Recorder
                 Sharon Klumpp, Baker Tilly
                 Lori Tritz, Chair, CAC

1. Call to Order
   President Ward called to order the Wednesday, August 7, 2019, Board of Managers Monthly Meeting at 7:01 p.m.
   at the District Office, 18681 Lake Drive East, Chanhassen, MN 55317.

2. Oath of Office
   Attorney Smith led Manager Ziegler through the oath of office for Manager of the RPBCWD, swearing him in for a three-year term.

3. Approval of the Agenda
   Manager Ziegler moved to approve the agenda as handed out. Manager Koch seconded the motion with the friendly amendment to remove from the Consent Agenda items 8a – Accept Staff Report; and, 8b – Accept July Engineer’s Report (with attached Inspection Report). Upon a vote, the motion carried 5-0.

4. Matters of General Public Interest
   There were no matters of general public interest raised.

5. Approval of Minutes
   a. July 10, 2019, RPBCWD Board of Managers Budget Workshop and Regular Monthly Meeting
      Manager Koch requested the addition to item 11h on page 8 a sentence reflecting that the managers indicated they want District staff to explore for next year’s field season some type of survey on how the
watershed’s lakeshores are doing. Manager Zielger moved to accept the minutes as revised. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

6. Citizen Advisory Committee (CAC)

Ms. Lori Tritz, CAC Chair, updated the Board about the CAC’s previous meeting. She explained the CAC discussed whether CAC stewardship should support bee lawns and if so, to what capacity. Ms. Tritz said the CAC will score the initiative at the next CAC meeting. She noted that Administrator Bleser presented the proposed 2020 District budget and levy and provided an opportunity for the CAC to ask questions. Ms. Tritz reported about the July 31 wetland walk and about the CAC’s subcommittees. President Ward asked when the Speaker’s Bureau would be rolled out. Ms. Tritz responded that by the time the CAC next meets, the feedback from the watershed district should be implemented and the program should be ready to roll out. Manager Ziegler asked about the CAC’s overall comments about the proposed 2020 budget and levy. Ms. Tritz said the CAC has no adverse feedback about the proposed budget and levy.

7. Consent Agenda

Manager Ziegler moved to accept the Consent Agenda as previously amended. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0. The items on the Consent Agenda included: 6c – Permit 2019-026 Ridgewood Church – Approve permit as presented in the proposed board action of the permit report; 6d – Permit 2018-044 Smith Village – Approve permit as presented in the proposed Board action of the permit report;

8. Action Items

a. Pulled Consent Agenda items

i. Accept Staff Report

Manager Koch asked if there is monitoring on Purgatory Creek. Administrator Bleser noted there are permanent monitoring stations on all three creeks in the watershed, and she described the location of the one on Purgatory Creek. Manager Koch asked for an update on the functioning of the spent lime treatment. Engineer Sobiech responded it is filtering water at an acceptable rate. Manager Koch asked how costs were distributed regarding the joint electrofishing tasks with Nine Mile Creek Watershed District. Administrator Bleser and Attorney Smith provided details. Attorney Smith noted that Smith Partners is legal counsel for the Nine Mile Creek Watershed District. Manager Ziegler moved to accept the staff report as presented. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

ii. Accept July Engineer’s Report (with attached inspection report)

Manager Koch commented that the permit for the lot on Frontier Trail isn’t listed in the staff report. Mr. Jeffery said it was an after-the-fact permit, and he will add it to the report. Manager Koch asked what tasks remain from Task Order 23, the Scenic Heights School Forest Restoration. Administrator Bleser went through the tasks remaining for the next growing season. Manager Koch moved to accept the July Engineer’s Report. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

[President Ward requested moving item 8g- Proposal for Administrator Review – ahead to next on the meeting agenda to accommodate the guest presenter, Sharon Klumpp of Baker Tilly. The Board agreed to the change].
b. Proposal for Administrator Review
Ms. Sharon Klumpp reminded the Board that it contacted her about developing a job description for the District Administrator and submitting a proposal for work to structure a performance review of the District Administrator. She talked about how she developed the job description, which had been distributed to the Board. Ms. Klumpp went into detail about the proposal for services for structuring the performance review and the process she and the District would undertake as the District conducts the performance review. She responded to questions and comments. Managers provided feedback on how she or she would like aspects of the information gathering and information delivery to be handled. Attorney Smith pointed out details that the Board needed to clarify further, and he described the review process in terms of the Data Privacy Act.

Manager Pedersen moved to direct Baker Tilly to prepare and provide a synthesized report, which will be the information available to the Board and the Board will not have access to the individual feedback provided to Baker Tilly for the report. Manager Crafton seconded the motion. Upon a vote, the motion carried 4-1 [Manager Koch voted against the motion.]

Manager Pedersen moved to accept the proposal from Baker Tilly to retain Baker Tilly to conduct the Administrator performance review at a cost not to exceed $5,000 plus expenses. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

c. Accept June Treasurer’s Report
Treasurer Crafton communicated that the report has been reviewed in accordance with the District’s internal controls and procedures. She moved to accept the Treasurer’s Report as presented. Manager Ziegler seconded the motion. Manager Koch asked a series of questions about the report, including asking for more details about specific payments, permit reviews and inspections, and taxes receivables. Administrator Bleser said she can get clarification from the accountant regarding the line item about taxes receivables and making sure the District’s protocols are followed. President Ward called the question on the motion to accept the Treasurer’s Report as presented. Upon a vote, the motion carried 5-0.

d. Approve Paying of Bills
Manager Crafton moved to pay the bills. Manager Pedersen seconded the motion. Upon a vote, the motion carried 5-0.

e. Select District Auditor for 2019
President Ward reflected that the managers received the proposals for auditing services from four firms and have had time to review the proposals. Managers provided comments on their review and talked about the options. After a lengthy discussion, Manager Pedersen moved to accept the proposal from and engage services of Abdo Eick & Meyers LLP. Manager Crafton seconded the motion. Upon a vote, the motion carried 4-0 [Manager Koch abstained from the vote].

f. MAWD Governance Workshop September 12-13
Administrator Bleser asked the managers if they were each interested in and able to attend the workshop on September 12th and 13th. The managers all indicated yes. Manager Koch moved to authorize the managers to all attend the MAWD Governance Workshop September 12-13 and for staff to publish the appropriate public notice. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

g. Per Diem – Meeting Preparation
Manager Koch moved to lay over this agenda item until the Board’s October monthly meeting. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.
h. August Rules Workshop
Administrator Bleser said she is looking for the Board to hold a one-hour workshop to review the proposed rules. The Board agreed to hold a rules review workshop on Monday, August 19 at 4:00 p.m.

9. Discussion Items

a. Manager Report
No manager reports given.

b. Report from Personnel Committee
Manager Pedersen noted the Board already discussed the Administrator’s review.

c. RPBCWD Anniversary Event August 28
Administrator Bleser reminded the Board of the District’s anniversary celebration and celebration of community event coming up on August 28 at the Riley Jacques Barn in Eden Prairie.

d. Rules Revisions
President Ward noted that the Board has set a rules review workshop for August 19 at 4:00 p.m.

e. 2020 Draft Budget
Administrator Bleser said she updated the draft budget presentation according to the feedback she received from the managers at the last Board meeting. She reminded the Board that the proposed 2020 levy is $3,703,000, for a proposed levy increase of 2.8% over the 2019 levy, and the proposed 2020 budget is $6,676,000.00. She added that the District’s tax base increase for 2020 is 7.2%. Manager Koch asked questions, including about budget line 18: Community Resilience and the Groundwater Conservation budget item. Administrator Bleser answered his questions. She announced that she will present the 2020 draft budget at the September public hearing. Manager Koch moved to approve moving forward with this draft budget as presented and to notice the September public hearing on the proposed 2020 budget and levy. Manager Crafton seconded the motion. Upon a vote, the motion carried 5-0.

f. MAWD Resolutions
President Ward summarized the proposed MAWD [Minnesota Association of Watershed Districts] resolution drafted by Manager Koch and the one drafted by Manager Ziegler. Manager Ziegler provided more detail about his proposed resolution regarding herbicides and pesticides. Administrator Bleser commented that the proposed resolutions are due to MAWD by September 1. Attorney Smith pointed out language the Board could include with the proposed resolutions including an explanation memo detailing statewide implications and who the District thinks could take issue with the resolution. He said staff can gather this information and format it. Manager Koch moved to direct staff to put these draft two resolutions into the proper format and to add them to the agenda for the August 19th workshop. Manager Ziegler seconded the motion. Upon a vote, the motion carried 5-0.

10. Upcoming Board Topics
President Ward noted that upcoming Board topics are listed on the agenda and include the September public hearings on the Silver Lake Water Quality Project and St. Hubert Catholic School Retrofit as well as the authorization of the release of rules for the 45-day public comment period.
11. Upcoming Events

- Project WET, August 6, 9:00 a.m.-3:00 p.m., Nine Mile Creek Watershed District
- Shoreline Restoration Volunteer/Continuing Education Opportunity, August 14, 6:00 p.m.-8:00 p.m., Timber Lakes Homeowners Association
- Citizen Advisory Committee Meeting, August 19, 6:00 p.m., District Office, 18681 Lake Drive East, Chanhassen
- Smart Salting for Property Managers, August 21, 9:00 a.m.-1:30 p.m., District Office, 18681 Lake Drive East, Chanhassen
- Celebrating the Community: RPBCWD 50th Anniversary Celebration, August 28, Riley Jacques Barn, Eden Prairie
- RPBCWD Public Hearing and Board Meeting, September 4, 2019, 7:00 p.m., District Office, 18681 Lake Drive East, Chanhassen
- Governance Workshop (MAWD/MASWCD), September 12-13, Airport Marriott, Bloomington

12. Adjourn

Manager Pedersen moved to adjourn the meeting. Manager Crafton seconded the motion. Administrator Bleser stated that the laid over agenda item regarding the Per Diem for meeting preparation, requested by Manager Koch, would be added to the November monthly meeting agenda instead of the October agenda as earlier directed because Manager Koch will be absent from the October monthly meeting. Upon a vote, the motion carried 5-0. The meeting adjourned at 9:26 p.m.

Respectfully submitted,

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David Ziegler, Secretary